Minutes
Undergraduate Academic Affairs Committee
Thursday, March 2, 2023

Members in Attendance: S. Barker, M. Cope, E. Crowell, L. Dorsey, P. Dotson, J. Haugen, J. Helton, S. McGahan, L. McLaughlin, N. Mispagel, B. Perlman, D. Pike, Fr. Rozier, J. Rust, S. Sell, S. Steadman, M. Toups, S. Tyuse, K. Waldron

Absent/Excused: E. Blessing, J.M. Cox, Tyler DeShon, J. Nichols, L. Sweetman

Call to Order: Dr. Dorsey called the meeting to order at 9:02 am.

Approval of Minutes from the February 2, 2023, UAAC Meeting:
Motion made by Jennifer Rust to approve the February 2nd, 2023, meeting minutes with suggested revisions and seconded by Father Michael Rozier, all approved motion.

Old Business:
The accelerated bachelor's to master's Biology/Public Health was passed at the February CADD meeting. Micro-credentialing Policy is now under review at CADD. There was some discussion around what we are trying to achieve with micro-credentialing. What skillset do our students need, and what experiences do we need to give them? Every discipline will differ in needs and experiences. If you are considering micro-credentialing, the best practice is to make sure it is discussed with UAAC and/or GAAC committee members before the process begins.

Additional discussions took place regarding the institutional framework regarding the approval process for new programs and/or policies that are brought forth to the UAAC and GAAC committees. How can we continue to evaluate ways to have less barriers and how we can move forward in a manner with a more structured and agile approval process allowing for a more informative process?

Policy Review:
Catalog of Record
This policy has also been reviewed by the GAAC committee. Suggestions for revisions:
- *Add the following, "Petitions will be evaluated by the applicable academic unit in consultation with the Office of the University Registrar."*
- *Add the following sentence, "For students that formerly defer their admission their "catalog of record" is adjusted to the Academic Catalog of the year to which their admission is deferred to."*
- *Admitted re-admitted students -- The first paragraph should read, "Students must follow the graduation requirements (link to policy) outlined in the Academic Catalog of the year for which they are formally admitted or readmitted as certificate or degree-seeking students. The outlined requirements are referred to as the students' catalog of record."*
- *What do we do with a student who goes beyond the six (6) academic years for students in undergraduate programs and eight (8) academic years for students in graduate/professional programs, after which they are considered expired? Recommendation to choose option from other Catalog of Records*
- *The 4th paragraph around the word "adjusted". How and when are they "adjusted"? The following revision was suggested, "For students that formerly defer their admission "catalog of record" is adjusted to the Academic Catalog of the year to which their admission is deferred to".*

- *Do we always track the student's catalog of record from the first semester the student attends? The admission letters the students receive indicate the time the student has been admitted and indicate the fall semester from which the student would begin to attend.*
- *Regarding this paragraph, "Students participating in an accelerated bachelors to graduate program may elect to follow the requirements of an Academic Catalog of when they started graduate coursework at Saint Louis University as long as they have been continuously enrolled". As of now, the catalog of records reads that you can change your catalog. This means whatever is true for that catalog for the graduate level means you need to follow the same for the undergraduate level.*

The revisions of this draft document will be incorporated into the policy and be moved for GAAC to review. The updated policy will then be shared with the UAAC committee in April.

Dual Degree:
A motion was made by Debbie Pike to approve the Dual Degree policy with the suggested revisions and seconded by Scott Sell and approved by the committee.

The revisions that will be added to the policy:
- *Students cannot concurrently earn two Bachelors of Arts degrees or two Bachelors of Science degrees.*
- *Students need to meet the requirements of both majors.*

New Discussion:
The UADD committee met in February and introduced the topic of waitlist. I want to provide the framework the group brought forward.

Some of the queries discussed at the UADD meeting were:
- *Can students be on multiple waitlists (course impacted)?*
- *Can you waitlist for a course that the student is already registered on another section?*
- *What happens when the waitlist gets to a certain number, for example: 150. There is a practice in some areas across campus where the numbers get to a point on the waitlist, then gets triggered that another section is offered. Is there a way to approach this across campus?*
- *Concern for international students who tend to register late.*
- *What is the notification process to the student regarding where they are on the waitlist?*

Some additional thoughts brought forth from the UAAC committee:
- *The possibility of using waitlist data for the future to plan for additional sections; however, if students are allowed to be on multiple waitlists for the same course, the data may be inaccurate.*
- *The Registrar's office would try to implement a process to help the students manage where they are on the waitlist.*
- *It would be nice to have a notification on Courseleaf to inform the student(s) who are on the waitlist.*
- *How do we address those students who are on a waitlist for a course which is required in their major?*
- *What purpose does the waitlist policy serve if we purge it 24 hours prior to the first day of the semester/term of the associated section? Could this mirror our current course add/drop timeline? Is there a different path we could incorporate into the policy?*

- *There can be issues with the waitlist. There have been students who have dropped a course on a Sunday night and another student who was on the waitlist enrolled in the course, and those students have the expectation they will be added to this particular course. Sometimes those students are not aware they have been added to this course and by then, the student(s) already missed a whole week of the course.*
- *There needs to be clearer expectations and the same standards/structure set across the board for all students who are on the waitlist policy and do we limit the number of waitlists one student can be on.*
- *What is the academic value of a waitlist if we have too many students utilizing the waitlist?*
- *Should we allow academic units to reorder a waitlist and/or use reserved seats along with waitlists to ensure students requiring a class may enroll?*

The waitlist policy will be on the March GAAC agenda for review and discussion. At the March 9th UAAC sub-committee meeting we will discuss challenge exams and the "draft" form for micro-credentials and as a reminder, if you want to bring forth a new micro-credential and for it to be in the catalog, the cut-off period will be May 2023.

Meeting Adjournment:
Dr. Dorsey adjourned the meeting at 10:32 am.

Next UAAC Meeting: April 6th, 2023